



Walled Lake Consolidated Schools

850 Ladd Road, Building D
Walled Lake, MI 48390
248-956-2000

Central High School Counseling Office (248) 956-4827
Northern High School Counseling Office (248) 956-5321
Western High School Counseling Office (248) 956-4427

Dear Parent/Guardian:

Students enrolled in high school are allowed by the Michigan State School Code to "Test Out" of any class in which they are not currently enrolled. Exceptions are those classes students have already taken for a grade and/or credit.

The State of Michigan has determined that a grade of C+ (78%) or better on a comprehensive final examination is required to successfully test out of any course. The examination will require students to demonstrate mastery through basic assessment(s) of the course, which may consist of one or more tests, portfolios, performance, papers, projects or presentation for a combination of these.

If a student achieves a grade of C+, or higher, "Testing Out":

- WILL allow students to accelerate through a curriculum
- WILL count as earned credit toward graduation requirements,
- WILL be reflected on the high school transcript as "Test Out" with specific course name,
- WILL reflect a grade of "P" (pass), and
- WILL NOT be counted in the computation of the grade point average (GPA).

Once the "Testing Out" process has been completed, students may not receive credit for a lower course in the course sequence.

Students, who wish to "Test Out" of a class for the upcoming school year, must return a completed TESTING OUT APPLICATION to their counselor. The application must include parent signatures. Applications are available in all high school and middle school counseling offices or on-line.

"Testing Out" examinations will be administered in August of each year during the registration week. Students who wish to participate must submit their application to the counseling office no later than May 1st. . **No Applications Will Be Accepted After May 1st .**

The high school staff designee will provide students interested in "Testing Out", with a course syllabus and the course objectives. The staff designee will notify interested students when the materials are available as well as where to pick them up.

Eighth grade students wishing to participate in the "Testing Out" process should go to their middle school counseling office or on-line for an application. **Applications should be completed by the student and returned to their eighth grade counselor.** Middle school counselors must submit all completed applications to the receiving high school **no later than May 1st .**

Testing Out Procedures

1. "Testing Out" examinations will be administered in August, of each year, during registration week. Students who wish to participate must submit their application to the counseling office no later than May 1st. . **No Applications Will Be Accepted After May 1st .**
2. Students, who wish to "Test Out" of a class for the upcoming school year, must return a completed TESTING OUT APPLICATION to their counselor. The application must include parent signatures. Applications are available in all high school and middle school counseling offices or on-line.
 - a. Parental signature is required to start the "Test Out" process. It is also the student's responsibility to check out the necessary textbooks from the high school bookkeeper before the end of the school year.
3. **Eighth grade students** wishing to participate in the "Testing Out" process should go to their middle school counseling office, or on-line, for an application. **Applications should be completed by the student and returned to their eighth grade counselor.** Middle school counselors must submit all completed applications to the receiving high school **no later than May 1st .**
4. By June 1 st, the staff designee at each high school will be provided the names of the students interested in "Testing Out". It is the staff designee's responsibility to provide students with a packet of information which may include: a description of the instructional strategies and methodologies used in the course, activities which are incorporated in the course, course objectives, access to major tests and materials, a description of the assessments used to measure mastery of the course outcomes and the performance criteria needed to demonstrate mastery. Assessments required of students will be comparable and equivalent to those normally required of students taking the course.
 - a. The high school staff designee will provide students interested in "Testing Out", with a course syllabus and the course objectives. The staff designee will notify interested students when the materials are available as well as where to pick them up.



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TESTING OUT TIMELINE

By March 1st	Building administrator sends notice of testing out option to students and parents.
May 1st	Deadline for students to submit testing out applications to counselors for August testing.
June 1st	Counseling Secretary notifies staff designee and principal of testing out exams that have been requested.
June	Principal establishes test dates, examination schedule and arranges for proctors. Students are notified of test date. Staff designee provides students with the necessary preparation items, which may include: course syllabi, handouts, course objectives and description of any assessment and performance criteria which will be tested
August	<ul style="list-style-type: none"> - Test will be administered by staff designee. - Test scored by staff designee. - Notification sent by staff designee to principal and counselor with test results. - Student and parent notified by staff designee of the "Testing Out" results.
Prior to Start of School	Student's schedule adjusted by counselor to reflect results of "Testing Out" examination.

Walled Lake Consolidated Schools Testing Out Application

(Please Print)

STUDENT'S NAME: _____ GRADUATION YEAR: _____

ADDRESS: _____
(Street) (City) (Zip)

PHONE: _____ COUNSELOR: _____ STUDENT NUMBER _____

I am requesting to demonstrate mastery of the content in the course listed below. I understand that this assessment may include an examination, written reports, research papers, a portfolio and any assessments normally required when taking the course. I understand that I can earn credit toward graduation through this assessment with a score of 78%, or higher, but my grade will be reflected as "P". I understand that the results will not be used in computing my grade point average. I am also aware that if I "Test Out" of this course, I can not subsequently request to "Test Out" of a prior course in the sequence or enroll in a lower course in the same subject sequence.

CLASS TO TEST OUT: _____

Return to the counseling office no later than May 1st for testing in August.

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

Email address of Parent: _____

Request Approved (Signature of Staff Designee): _____ Date: _____

NOTIFICATION OF TESTING TIMES, MATERIALS PROVIDED TO STUDENT, APPROVAL, ETC.

MATERIALS PROVIDED BY: _____ Date: _____

STUDENT TESTED DATE: _____ TEST ADMINISTERED BY: _____

I hereby affirm that _____ has demonstrated master of _____
(student name) (course name)

TESTING OUT RESULTS GIVEN TO: _____ Date: _____
(counselor name)

Request for "Testing Out" examination denied because:

____ Student previously tested out or completed a higher course in the sequence.

____ Student has submitted a request for a non-eligible course. Specify: _____

____ Other (explain): _____